



## Introductions

ACRES  
ASSESSMENT CLEANUP &  
REDEVELOPMENT EXCHANGE  
SYSTEM

- Presenters
  - Stacy Swartwood, U.S. EPA
  - Ashley Craighill, SRA International
- Live Meeting Console

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A graphic of four blue silhouettes of people standing in a row, representing the presenters.

## Today's Training



- In today's training we will:
  - Learn how property data, collected using the Property Profile Form (PPF), will be captured and managed in ACRES
  - Learn about your roles and responsibilities as a Grantee in reporting property specific activities
  - Discover how ACRES will facilitate submitting property data
- Agenda
  - ACRES development and the benefits of an online system
  - Uses of EPA Brownfields Program data
  - The entry and review process for property data
  - Demonstration of using ACRES

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## The Evolution of ACRES



- **ACRES** - Assessment, Cleanup & Redevelopment Exchange System
  - The new system of record for the EPA Brownfields Program
  - Conceptualized through workgroups that included EPA Headquarters and Regional staff
  - Brownfields staff in all 10 EPA Regions have received training and are users of the system for data quality assurance reviews

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## Benefits of Using ACRES



- **Convenient**
  - Accessible anywhere/anytime you have Internet access
  - Paperless, electronic process reduces hard copy forms and mailing submissions
- **Reduces Errors**
  - ACRES contains validations to assist the user in entering data appropriately
- **Central Repository**
  - One system for PPF data for each property addressed
  - All prior work on a property conducted with EPA Brownfields funding is available
- **Easy Tracking**
  - ACRES provides the current status of data entered
  - All submissions of PPF data are saved for historical reference

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## Uses of Brownfields Data



- All Property Profile Form (PPF) data are publicly available through EPA's Envirofacts Web page (<http://www.epa.gov/enviro/>)
- Programmatic data are primarily used to:
  - Analyze data across grants to demonstrate and improve the success of the Brownfields Program
  - Respond to Congressional inquiries, FOIA requests, ad hoc requests, and budget-related queries
  - Track and report Program goals and accomplishments
  - Create communication and outreach materials that accurately convey Program achievements to a variety of internal and external audiences
- Brownfields Program data are highly visible – therefore data quality is very important

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## Submitting PPF Data



- A revised Property Profile Form (PPF) was approved for Grantee use in July 2006
  - Available at <http://epa.gov/brownfields/pubs/rptforms.htm>
- ACRES is the preferred method for submitting PPF data for property-specific activities
- All Grantees must complete a PPF for each property that benefits from EPA funding
- PPF data should be updated in ACRES on an as-needed basis, and need not be submitted on a quarterly basis if there is no new activity to report
- If you have multiple properties, such as community-wide assessments, can be submitted via a multi-property spreadsheet available from your Regional Representative

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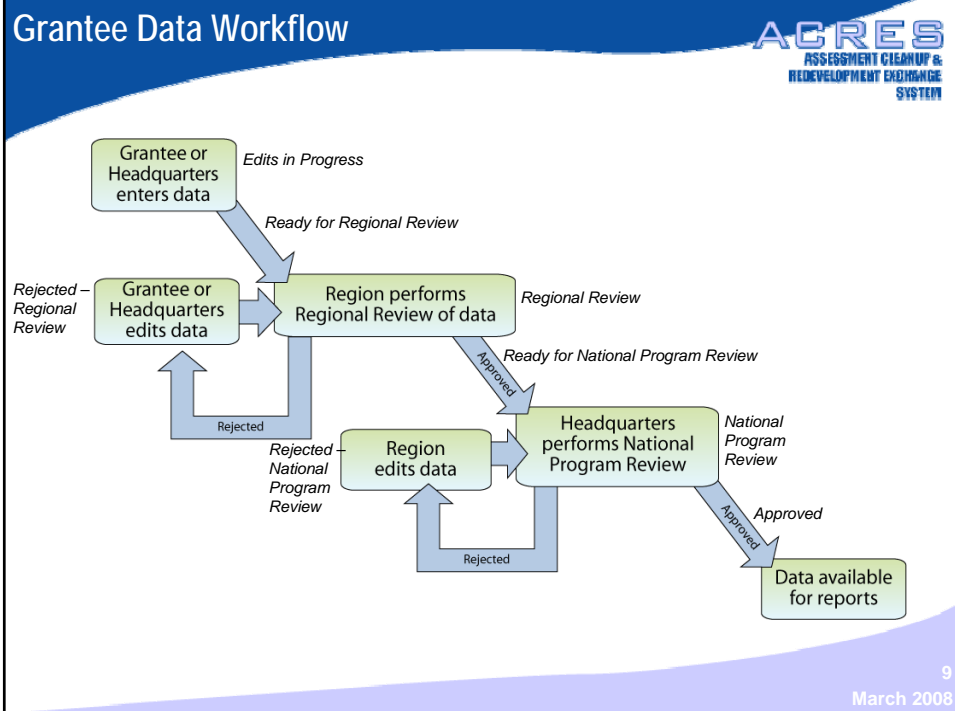
## Key Terms/Concepts




- **Work Package**
  - Any set of related data that need to be entered, edited and/or approved together
  - For example, all data from the Property Profile Form (PPF) constitute a single work package
- **Workflow**
  - The series of actions and states that a work package must pass through before being completed/approved
- **Status**
  - The condition of the work package at a given point within the workflow
  - Indicates where the work package is in the process of being entered, reviewed, edited, and/or approved

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## Workflow Basics



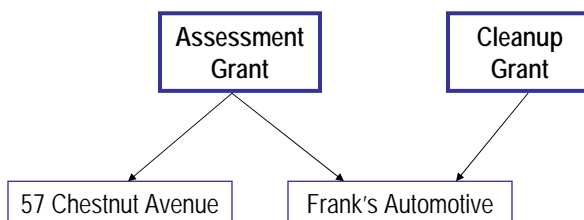
- ACRES automatically tracks the status of a work package
- Only one user can edit a work package at a time
  - Grantees can edit a work package in the status Edits in Progress or Rejected – Regional Review
- A work package does not have to be completed in one session
  - Be sure to save your changes before you log out
- To submit data for Regional Review, you must click “Submit Information” on the Submit screen
  - This action will move the work package to the next status in the workflow, Ready for Regional Review
  - Once you have submitted the work package, you can no longer edit the data

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## Data Organization in ACRES

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REDEVELOPMENT EXCHANGE  
SYSTEM

- Each signed Cooperative Agreement is one grant record in ACRES
- Each unique property for which a Property Profile Form (PPF) is submitted is a property record and must be associated with at least one grant
  - A single property may be associated with more than one grant



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## CDX Registration

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SYSTEM



- ACRES is accessed through EPA's Central Data Exchange (CDX)
- You will need your eight-digit Grant Number and state abbreviation to register with CDX
- The address to register with CDX is <http://cdx.epa.gov>

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## Accessing ACRES

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- After the registration process is completed, ACRES is accessed through the address: <http://cdx.epa.gov>

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## Your ACRES Home Screen

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- Displays a list of the Grants to which you are associated and a list of all the work packages that you are currently editing

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## Adding a Grant to your My Grants Box

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01/07/2009  
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**Home** | **Data Entry**

[Home](#) > [Add Grant](#)

### Add Grant

Enter the Grant Number and State below.  
Indicates required fields:

Grant Number:  (8 digit grant #, excluding prefix and amendments)

State:

**Next >>**

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Learn More about ACRES on [EPA.gov](#)

- You must add a grant to your My Grants box before you can enter PPF data for a property associated with that grant
  - You will need the exact eight-digit Grant Number and state in order to add a grant
- You are responsible for managing your ACRES account and adding or removing grants as needed

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## Adding a Grant to your My Grants Box (cont'd)

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**Home** | **Data Entry**

[Home](#) > [Add Grant](#) > [Confirm Add Grant](#)

### Confirm Add Grant

Please review the information below and confirm that it is your grant. If not, you can [Change your Grant](#) or contact [ACRES Help](#) if you need assistance.

Grant Number: BF12345678  
Recipient Name: City of Brockton  
State: MA  
Grant Type: Cleanup  
Announce Year: 2003

<< Change Grant | **Confirm Grant >>**

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- The last step is to confirm that the grant retrieved is the correct grant you want to add
- When you click on Confirm Grant, you will be taken to your Home screen

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## The Grant Home Screen

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Grant Home

Recipient Name: City of Brockton  
State: MA Grant Type: Cleanup Grant #: SF 12345678 Assessment Year: 2003

Grant Information

Work Package States Work Package Owner

Property Information

To enter data on a property listed below, click the property name.  
To enter data on a property NOT listed below, click the 'Add property for this grant' link and search for the property.

Properties (4)

Add property for this grant

Property Name	States	Work Package Owner	PPF Archive *
100 River Street			None
1000 A 1000 SOUTHAM STREET			None
46 High Street			None
Endless Inc.			None

Add property for this grant

Results 1 - 4 of 4

- The property list displays all of the properties that are associated to your grant
- Click on a property name to start entering new PPF information or click on the 'Add property for this grant' link to search for a property

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## Adding a Property – Property Search

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Home Data Entry

Property Search

Recipient Name: City of Brockton  
State: MA Grant Type: Cleanup Grant #: SF 12345678 Assessment Year: 2003

Property Search:

Please enter as much information as you know and click the Search button to determine if this property currently exists in ACRES.  
\* Indicates required fields.

Region: 01

Grant Number:

Recipient Name:

Grant State: Massachusetts

Grant Type: Select a Type

Property Name:

Property Address:

Property City: Brockton

ZIP Code:

Search

- First you search ACRES to see if there is already a record for the property
  - You can search for a property based on property name or address and city

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## Adding a Property – Search Results

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State: MA Grant Type: Cleanup Grant #: BF 12345678 Assessment Year: 2003

**Add Property to Grant**

Your search for Grant State = "MA" and Region = "001" and Property City = "Brockton" produced 10 results. [Modify Search](#) | [New Search](#)

If the property you want to add to your grant is listed below, click Add to Grant.  
If the property you want to add to your grant is not listed below, click Add New Property.

[Add New Property](#)

Property Name	Property Address	Property City	State	Region	ZIP Code	
B2 Ames Street	82 Ames Street	Brockton	MA	1		<a href="#">Add to Grant</a>
Bargainer		BROCKTON	MA	1		<a href="#">Add to Grant</a>
Bargainer Center Property		Brockton	MA	1		<a href="#">Add to Grant</a>
Corcoran Supply Building	308 Montello Street	Brockton	MA	1		<a href="#">Add to Grant</a>
King Size North		Brockton	MA	1		<a href="#">Add to Grant</a>
King Size South		Brockton	MA	1		<a href="#">Add to Grant</a>
Knapp Shoe	153 SPARK STREET	BROCKTON	MA	1		<a href="#">Add to Grant</a>

Results 1 - 10 of 10

- If the property already exists use the Add to Grant button on the Search Results screen to associate the property to your grant
- Click the Add New Property link to add a new property not contained within the search results

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## Property Information Data Entry Screen

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Home Data Entry

State: MA Grant Type: Cleanup Grant #: BF 12345678 Assessment Year: 2003

**Property Information**

EPHA Form #RC2003D (9-2003) Form Approved  
OMB Number 16-2560-0183 Expires 07-31-2009

\* Indicates required fields.

**PART I - GRANT RECIPIENT INFORMATION**

Date of Form: 01/07/2008  
For Assessment, Cleanup and Revolving Loan Fund grants, what type(s) of funding are being used at the property?  
☐ Hazardous Substance  
☐ Petroleum  
☐ Hazardous Substance and Petroleum

**PART II - PROPERTY INFORMATION**

Property Information

\* Property Name:   
 \* Address Line 1:   
 Address Line 2:   
 \* City:   
 \* State:   
 \* ZIP Code:

- A blank Property Information screen allows the user to enter in data for a *new* property

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## Basics of PPF Data Entry



- You may need to add additional grants to *My Grants* on your Home screen first
- ACRES requires you to search for a property before adding a new property manually, and before any data are entered
- The order of the screens and fields match order of the Property Profile Form
- Data validations exist to help ensure accurate data entry
- ACRES provides a review page for the user to look over all data entered before submitting

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## Submission Notes and Reviewer Feedback

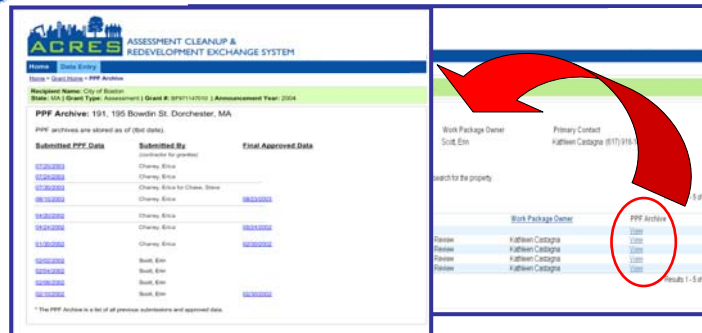


- Primary mechanisms for communication between data entry and QA review and are not part of the ACRES permanent data record
- Submission Notes
  - Entered during data entry to ask questions or call attention to certain issues that should be addressed in QA
- Reviewer Feedback Notes
  - Entered during the QA review to clarify QA issues when a Property Profile Form is rejected
  - Your EPA regional representative may contact you to discuss their concerns prior to rejecting a Property Profile Form

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## Using the PPF Archive

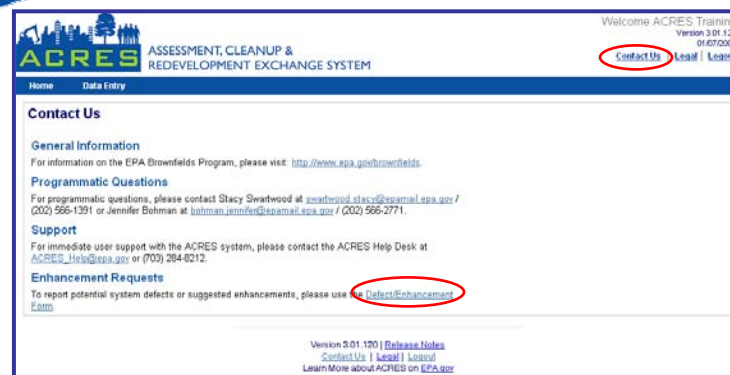


- Historic picture of PPF data submitted starting November 2006
  - An archive of the data is created every time a property work package is submitted
- Can compare PPF data that were submitted to the data that were approved
- Property data sharing tool over life of the Grant

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## Who to Contact with Questions



- Who to contact with questions:
  - System functions:  
acres\_help@epa.gov or 703-284-8212
  - Data related questions:  
Contact your EPA regional representative

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## ACRES Defects & Enhancements



ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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Home Data Entry

**Defect/Enhancement Form**

Requested By: ACRES Training  
Requested Date: 01/07/2008  
Username: ARC  
User Roles: Grant Recipient  
Brief Description:   
Module: Please Select   
Screen Name Field:   
Full Description: (You may enter up to 500 characters - 500 characters left)  
  
Steps to Replicate Problem: (You may enter up to 500 characters - 500 characters left)  
(if applicable)   
Severity: Enhancement - New feature/function

- If you have any suggestions for improvement, or think you may have found a defect, please use the Defect/Enhancement form provided under the Contact Us link

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## Other Resources



- ACRES Help function
- EPA's ACRES Web site:  
<http://www.epa.gov/brownfields/pubs/acres/acresinfo.htm>
  - ACRES User Guide
  - Quick Reference Guides
  - Training materials
  - Future training dates

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